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HR-4-3314

origin in cop + DCI

JUL 14 1953

DD/P Policy

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Cable Secretary ✓

SUBJECT: Dissemination of Intelligence Information

REFERENCE: Memo to DDI, DD/P, DD/I, Cable Secretary,
from DDI, dated 7 July 1953; Subject as above.

1. In order that the directive, which charges the Cable Secretary with the responsibility of furnishing DD/I with all intelligence items contained in via cables, may be implemented, it is necessary that the Cable Secretary establish a fairly elaborate system for processing such cables. The minute details of intra-message center handling are of concern only to the Cable Secretary; however, it is believed that the offices of DDI, DD/P, and DD/I should be informed of the general procedures which are involved.

2. It is understood that this processing need be accorded only to incoming cables.

3. The processing that Message Center must accord such cables prior to mailing is as follows:

a. Distribution Analysts will determine the distribution which a given cable requires.

b. If the cable is determined to be an intelligence cable and does not contain sensitive operational information, DD/I, DD/OI, and FI/OPS will be included in the initial distribution of the cable.

c. If the cable contains intelligence, but also contains sensitive operational information, the Distribution Analyst will cause to be included in the information distribution line of the cable the phrase "(SUSPENSE DD/I)", and will attach to the cable a "suspense sheet" (copy attached). This suspense sheet, which identifies the action addressee and the DI number of the cable, is to be returned to Message Center within 6 working hours after receipt by the action addressee, indicating the action taken.

d. The Mailroom, in reproducing the cable, will run an extra copy which will be retained in Message Center in a suspense file. When mailing the cable, the Mailroom will date-time stamp both the

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suspense sheet and the suspense copy of the cable. The suspense sheet will be attached to the action copy of the cable and forwarded to the action addressee. The suspense copy of the cable will be placed in a temporary chronological suspense file in Message Center.

4. The action addressee will be responsible for taking one or more of the following actions on the cable and returning the suspense sheet, together with a copy of the dissemination (if any), to Message Center. (All disseminations will be released by RQ/AC, according to established practice.) The action addressee may:

a. Authorize Message Center to make additional distribution of the cable to DD/I, AD/CI and FI/AC.

b. Prepare a Preliminary Dissemination. Message Center will include DD/I in the confirmation distribution made of the PD.

c. Prepare a Teletype Dissemination to OGI only. Message Center will include DD/I in the confirmation distribution made of the Teletype Dissemination.

d. Prepare a Memorandum Dissemination to DD/I and OGI.

e. Decline to make any dissemination to DD/I.

5. When the suspense sheet is returned to Message Center, Message Center will withdraw its suspense copy of the cable from suspense file and will take action as indicated by the suspense sheet:

a. If additional distribution is authorized, Message Center will accept the suspense sheet as such authorization and will make the additional distribution.

b. If a Preliminary Dissemination or Teletype Dissemination to OGI only is forwarded with the suspense sheet, Message Center will forward the dissemination to Signal Center for transmission, and will make confirmation distribution of the dissemination. This confirmation distribution will include DD/I.

c. If a Memorandum Dissemination to DD/I and OGI is forwarded, Message Center will forward the memorandum dissemination to DD/I and OGI along with the next delivery of cables made to those offices.

d. If the action addressee declines to make any dissemination to DD/I, Message Center will withdraw its suspense copy of the cable from suspense file and will forward the cable together with the suspense sheet to the Cable Secretary. The Cable Secretary will review the cable. If he determines that the Distribution Analyst


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was incorrect in placing the cable in suspense for DD/I, the Cable Secretary will call the incorrectly suspended cable to the attention of the Distribution Analyst concerned (as a training measure), and will take no further action. If, in the opinion of the Cable Secretary, the Distribution Analyst was correct in placing the cable in suspense for DD/I, the Cable Secretary will forward the suspense sheet together with the suspense copy of the cable to the DCI for such action as the DCI may consider appropriate.

6. At or about 1430 hours each work day, Monday through Friday, Message Center will check its cable suspense file to determine if any cables remain in suspense which were forwarded to action addressees the preceding work day. If any remain in suspense, Message Center will call the appropriate action addressees and request that the suspense sheet be returned to Message Center without delay. If any cables remain in suspense at 1430 hours on the second work day following the day on which they were forwarded to the action addressees, the suspense copy of the cable will be forwarded to DCI for such action as he considers appropriate.

7. In his post-screening of cables, the Cable Secretary will maintain a continuing check to assure that the Distribution Analysts are adequately discharging their responsibility for placing cables in suspense for DD/I. If in this post-screening the Cable Secretary notes a cable which he feels should have been placed in suspense for DD/I, he will have a suspense sheet prepared and forwarded to the action addressee who has already received distribution of the cable.

8. The date on which this procedure becomes effective has been advanced to 20 July 1953 from 13 July, as stated in the reference.


Executive Assistant
to the Director

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